



2006

**AMERICORPS*STATE AND NATIONAL
APPLICATION INSTRUCTIONS**

CDFA No. 94.006

Issued October 12, 2005



Office of Faith-Based and Community Initiatives
302 W. Washington Street E012
Indianapolis, IN 46204

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IMPORTANT NOTICE

These application instructions conform to the Corporation's online grant application system, eGrants. The eGrants system will serve the Corporation's applicants and grantees. In addition, all Corporation funding announcements are posted at www.grants.gov, and we anticipate being able to accept applications through www.grants.gov in the future.

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 C.F.R. 1320.5(b)(2)(i)).

Time Burden: The time required to complete this collection of information is estimated to average 16 hours per applicant, including the time to review instructions; search existing data resources; gather the data needed; and complete and review the information collection.

Use of Information: The information collected constitutes an application to the Corporation for grant funding. The Corporation evaluates the application and makes funding decisions through the Corporation's grant review and selection process.

Effects of Non-Disclosure: Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request for funding. Therefore it would not be possible to consider granting funds to the applicant.

Public Comments: Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Ms. Amy Borgstrom, 1201 New York Avenue, N.W. Washington, D.C. 20525.

AmeriCorps Grants in Indiana: An Overview

In 2005, more than 400 AmeriCorps members provided services to 30 organizations around the state. The Indiana AmeriCorps*State programs helped communities improve the lives of children, youth and families, encourage seniors to remain independent, promote civic engagement for students of all ages, and support volunteer efforts. Together we've done a good job, but we want to do more. In 2006, our goal is to increase the number of AmeriCorps members, volunteers and organizations with AmeriCorps programs in Indiana.

Between October 12, 2005 and December 12, 2005, the Office of Faith-Based and Community Initiatives (OFBCI), in partnership with the Corporation for National and Community Service (CNCS), will accept grant applications to create new AmeriCorps programs and support the existing AmeriCorps*State Community in Indiana.

The 2006 Indiana AmeriCorps*State Request for Proposals (RFP) documents and processes were designed to be user-friendly and easily accessible to state agencies, faith-based and community-based nonprofit organizations and other eligible institutions. There are five documents that comprise guidance for the 2006 program year:

1. Does AmeriCorps Fit My Organization?
2. 2006 AmeriCorps Request for Proposals Instructions for Indiana Applicants
3. 2006 AmeriCorps*State and National Application Instructions and Appendices
4. AmeriCorps Notice of Funding Availability
5. AmeriCorps Regulations (PDF File)

These documents have been posted on the OFBCI website (www.ofbci.in.gov), and links to the website have been disseminated through OFBCI publications.

Specific aspects of the 2006 AmeriCorps*State Application Instructions that apply to Indiana are listed below.

- Instructions for completing the application for Competitive and Formula grants for new, continuing and re-competing applicants, Education Award Program grants, and Planning grants are included. See Table of Contents for specific areas.
- Each program application must meet the \$12,600 cost per member service year (MSY, formerly FTE).
- The minimum living allowance is now \$10,900 per members. CNCS grant funds support 85% of this cost.
- The minimum number of members in any program application is (10) ten.
- A DUNS (Data Universal Number System) number is required for each grant application. Please see 2006 AmeriCorps*State and National Grant Program Application Instructions for further details.

- The OFBCI reserves the option to not select an applicant for funding based on the geographic location of the program, irrespective of the selection ranking. This is an effort to attain geographic diversity throughout the state and to ensure an AmeriCorps presence in under-represented areas.

NOTE: Funding availability depends on the decisions of Congress. As of October 12, the final budget to support AmeriCorps activities during the next program year had not yet been allocated by Congress and the President. This makes it imperative for applicants to carefully develop a proposal that will meet the demands of a potentially strong competition for funds in the new program year.

In the 2006 funding process, we are placing a high priority on applicants that demonstrate strong local collaborations with multiple organizations, and creativity in the use of local resources in their program design.

AmeriCorps programs are opportunities to call others to ‘think globally and act locally.’ In partnership with local organizations, AmeriCorps members work to help address unmet community needs and solve community problems. AmeriCorps programs provide the manpower that helps communities become stronger and well-connected. So, reach out to new partners. Be the solution in your communities. Get things done.

Paula Parker-Sawyers
Executive Director

INSTRUCTIONS FOR NEW and RECOMPETING STATE AND EDUCATION AWARD PROGRAM APPLICANTS

The following application instructions contain the information that new and recompeting AmeriCorps applicants must provide in their application for the following programs: State Competitive, State Education Award, National Direct, National Direct Education Award, National Professional Corps, Indian Tribes, States and Territories without Commissions, and National Planning Program. For new applicants submitting Indiana Planning Grant applications, see the section on “Instructions for Planning Grant Applicants,” page 23.

The Indiana Commission will be accepting applications for the State Competitive Programs, State Education Award Programs and Planning Grants. The application instructions and appendices, federal notices and regulations are listed below.

- 1) **2006 AmeriCorps*State and National Application Instructions**,
- 2) **AmeriCorps Appendices**,
- 3) **2006 Notice of Funds Available (NOFA)**, and
- 4) **AmeriCorps Regulations**, 45 C.F.R. §§ 2520 – 2550,

These documents are available online at the OFBCI website, **www.ofbci.in.gov** and at **www.americorps.gov/for_organizations/funding/nofa**.

The NOFA includes eligibility requirements, submission requirements, and other information that changes year-to-year, for all AmeriCorps grant programs. Both sites include Frequently Asked Questions (FAQs) that will help you in your application process.

GENERAL SUBMISSION REQUIREMENTS

Your application consists of the following components. Please make sure to complete each one.

- I. SF424 Facesheet (Appendix A)
- II. Program Design (Appendix B)
- III. Narrative
- IV. Service Categories (Appendix C)
- V. Performance Measurements (Appendix D)
- VI. Budget (Appendices E, F, and I)
- VII. Additional Required Information
- VIII. Survey on Ensuring Equal Opportunity for Applicants (Appendix J)
- IX. Authorization, Assurances and Certifications (Appendix K)

Application Instructions

Note: The Corporation uses an electronic application submission process, known as eGrants. New applications approved for funding through ICCSV will be asked to complete a an electronic application through eGrants. For your convenience, we have included in parentheses the headings that correspond to the electronic application

submission process. As our application process is paper, please refer to the named appendices for instructions.

I. SF424 Facesheet (Applicant and Application Information Section)

In eGrants, complete the Applicant and Application Information sections. *For paper applications, please see the instructions in Appendix A.*

II. Program Model, Design, Location and Focus (Application Section)

In eGrants, complete the Program Model and Design section in the Application Section. This section is particularly important for Corporation data collection and evaluation. Please take the time to reflect your primary program activities accurately in this section. *For paper applications, please see the instructions in Appendix B.*

III. Narrative (Narrative Section)

In this section, you will make the case that you have a well-designed program plan with a clear and compelling justification for the requested funds. Your narrative should cover the three-year program period for which you are requesting funds. Please provide headings to each section of your Program Narrative such as: Executive Summary, Summary of Accomplishments and Outcomes, Program Design (as well as Sub-Headings here), Organizational Capacity, and Cost Effectiveness and Budget Adequacy. These headings should be capitalized since when you transfer this information into eGrants, it has no formatting capability.

As you complete each section of the narrative, you must stay within the character limits specified in the table below.

Narrative Item	Maximum Number of Characters (including spaces and punctuation)
A. Executive Summary	4,000 characters
B. Summary of Accomplishments and Outcomes (if applicable)	8,000 characters
C. Program Design 1) Rationale and Approach 2) Member Outputs and Outcomes 3) Community Outputs and Outcomes	71,000 characters for Sections C, D, and E combined Important Note: When selected proposals enter this information into eGrants, enter text for C, D and E into the fields for Rationale and Approach, Member Outputs and Outcomes, Community Outputs and Outcomes, Organizational Capability, and Cost Effectiveness and Budget Adequacy. Each of these fields has a 32,000-character limit. This allows for some flexibility in how you split your narrative between these fields. You may not exceed 71,000 characters in total for Sections C, D and E combined.
D. Organizational Capability	
. Cost Effectiveness and Budget Adequacy 1) Cost Effectiveness 2) Budget Adequacy	
Total Maximum Number of Characters per Application	83,000 characters

A. Executive Summary

Provide a concise overview of your proposed program that summarizes the purpose, need, planned service activities to address the need, anticipated outcomes, and how you will measure these outcomes. Please include your organization's mission statement. If you are requesting a waiver from the requirement that you recruit or support volunteers, please note that you are doing so here.

B. Summary of Accomplishments and Outcomes

1. If your organization currently receives AmeriCorps funds, provide a clear description of the accomplishments, outputs, and outcomes you have achieved to date in relation to your AmeriCorps performance measures for the current grant period.
2. If you have received other Corporation program funds of any type within the past three years, list the amounts you have received from each Corporation program.

C. Program Design

The following sections include elements that will contribute to your successful response to the criteria as articulated in the AmeriCorps regulations. Although they are closely based on the criteria articulated in the AmeriCorps regulations, they are not to be confused with the criteria themselves. The criteria can be found in AmeriCorps regulations, 45 C.F.R. §§ 2522.420 – 2522.448, along with additional information about what reviewers will assess within each category. We strongly suggest that you review the regulations as well as the NOFA or NOFO and these instructions before preparing your narrative.

1) Rationales and Approach

a) Compelling Community Need:

- Describe a compelling community need that you will address within the target community.
- Include a description of how you identified the need and where it is documented.
- If your program will operate at multiple sites, demonstrate a compelling need in each community you propose to serve.

b) Description of Activities and Member Roles:

- Provide a detailed description of the activities you propose to address the need.
- Describe members' roles in these activities and how they relate to addressing the need.
- Explain your program structure including where members will serve (for example, at the applicant organization or at local service sites).
- Explain how the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities.
- Describe how you will ensure member compliance with rules on prohibited service activities, including how members will be informed of prohibited

activities and monitored for compliance by program staff. See 45 C.F.R. § 2520.65 for a list of prohibited service activities.

c) Measurable Outputs and Outcomes:

- Describe the measurable outputs and outcomes you expect to achieve as a result of your activities.
- Note: In Section V. Performance Measures, you will develop your measurable outputs and outcomes in more detail, including how they will be measured, your targets for each year, and the data you will gather.

d) Plan for Self-Assessment and Improvement:

- Describe your plans for tracking and evaluating progress toward meeting and achieving your performance measures.
- Provide plans for continuous program improvement, such as how you will identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners.

e) Community Involvement:

- Describe how you involved the target community (or target communities) in identifying the needs and the planning process. Be specific in explaining which community partners and stakeholders were involved, what roles they played, and what their responsibilities were.
- Explain how you will continue to engage your community partners and stakeholders throughout the three-year program. Be specific in describing their roles and responsibilities.

f) Relationship to other National and Community Service Programs:

- Describe the extent to which your program builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation.

g) Potential for Replication:

- Describe the extent to which your program is designed to be replicated.
- Discuss any plans or strategies for replication.

2) Member Outputs and Outcomes

a) Member Recruitment and Recognition:

- Describe in detail your plans for recruiting members for your program.
- Describe the criteria you will use to select your members, including specific qualifications, characteristics, or backgrounds.
- Describe how you will actively seek a Corps that is diverse and that includes members from the communities to be served.
- Explain how you will reward members for their service and how you will demonstrate members' satisfaction with their service.
- Describe your plan for providing incentives to members such as opportunities for skill-building and professional development, educational opportunity or benefit, promoting esprit de corps, and recognizing members' achievements.

- Discuss how you will retain members in your program and promote their successful completion of a full term of service.
 - Tutoring programs only: Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications. See 45 C.F.R. §§2522.900-2522.930.
- b) Member Development, Training and Supervision:
- Describe in detail your plans for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
 - Describe in detail how you will adequately train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms.
 - Provide a general timeline for training and identify the training curricula and materials you will use.
 - Describe a member supervision plan that ensures members will receive adequate support and guidance throughout their terms.
 - Tutoring programs only: Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training. See 45 C.F.R. §§ 2522.940 – 2522.950.
 - Ethic of Service and Civic Responsibility: Demonstrate how you will incorporate training and service-learning activities that include structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility.
- c) Member Enrollment and Retention:
- For current grantees only: AmeriCorps will review your enrollment and retention rates (in percentages) on an annual basis.
 - Provide an explanation if your enrollment and retention rates are below the rates specified in the NOFA or NOFO and describe your plans for improving these rates.
- d) Measurable Outputs and Outcomes: For current grantees only: Describe your success in meeting performance measures for AmeriCorps members, if you have them, including any applicable AmeriCorps national performance measures articulated in the NOFA or NOFO, and including outputs and outcomes.
- 3) Community Outputs and Outcomes
- a) Community Impact:
- Describe the extent to which your program is meeting targeted, compelling community needs, OR
 - For current grantees only: Discuss the extent to which your program:
 - Has met community-based performance measures, including any applicable national performance measures, and outputs and outcomes in previous grants cycles (including progress to date in the current grant cycle and, if applicable, previous awards), and
 - Is continually expanding and increasing its reach and impact in the community.

b) Sustainability:

- Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support.
- For example, you might describe how your community relationships will lead to community investment in the program's continued operation, how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is complete.

c) Volunteer Recruitment and Support

- Describe how your program will use volunteers to expand the reach of the program in the community.
- Include in this description a discussion of how you will recruit, support, and recognize volunteers.
- Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Also discuss if your volunteers will be episodic (committing to one-time or occasional events) or ongoing (committing to a regular, ongoing role in the program). If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.
- If you are requesting a waiver of the requirement to recruit or support volunteers (see 45 C.F.R. § 2520.35), state your request in the Executive Summary and explain the basis for your request in the fields provided in eGrants (for selected applicants). If you are submitting a paper application, explain the basis for your waiver request in the program narrative.
 - Your state commission must approve your request for a waiver of the volunteer requirement before it is forwarded to the Corporation.

d) Capacity Building:

- Describe how your program will enhance the capacity of your organization, service sites, and, as applicable, other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.
- Explain members' roles in your capacity-building activities.

4) Organizational Capability - Sound Organizational Structure

a) Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your organization and the year your organization was established.
- Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one

- proposed. Include specific examples of your prior accomplishments and outcomes.
- Describe your capacity to manage a federal grant and to provide on site monitoring of the financial and other systems required to administer an AmeriCorps grant.
 - Explain how receiving an AmeriCorps grant will add value to any existing service activities you perform in these areas.
- b) If you are proposing a multi-site program or statewide initiative model:
- Explain how you are able to support and oversee service sites.
 - Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. Include information about how your site selection process incorporates the criteria required by AmeriCorps Regulations. See 45 C.F.R. § 2522.475.
 - Describe your current or previous programmatic and funding relationships with the sites.
 - Describe your plans for monitoring sites' compliance with fiscal and programmatic requirements.
 - Discuss how you will develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site.
- c) Board of Directors, Administrators, and Staff:
- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
 - Identify the key program and fiscal positions responsible for your proposed program. Describe the background and experience of key staff members, or your plans to recruit, select, train, and support additional staff if necessary.
- d) Plan for Self-Assessment or Improvement:
- Describe how your organization undertakes ongoing assessment and improvement of its systems, structure, staffing, and other capacities to ensure that it remains sound and well managed.
- e) Plan for Effective Technical Assistance:
- Demonstrate how you are able to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites.
 - Describe plans for providing financial and programmatic orientation, training and technical assistance to your program and service sites.
 - Explain how you will identify and respond to your programs' and, if applicable, your service sites' ongoing training and technical assistance needs.
- f) Sound Record of Accomplishment as an Organization
- Volunteer Generation and Support: Describe how your organization recruits and supports a diverse group of volunteers to increase your own

organizational capacity (as distinguished from how you use volunteers to expand the reach of the program in the community).

g) Organizational and Community Leadership:

- Provide examples of how you have demonstrated leadership as an organization and in the community you serve.
- For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

h) Success in Securing Match Resources:

- For current grantees only: Describe your successes and challenges in securing match resources for prior grant awards, including the current grant cycle and, if applicable, previous awards.

5. Success in Securing Community Support that Recurs, Expands in Scope, Increases in Amount, and is More Diverse

a) Collaboration:

- Describe any collaborations you have developed that increase the quality and reach of services you provide.
- Discuss the roles that community organizations, including faith-based organizations, play in these collaborations.

b) Local Financial and In-kind Contributions: Discuss examples of how such contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

c) Wide Range of Community Stakeholders:

- Describe the various types of community stakeholders in your organization.
- Discuss examples of how non-financial support from your community stakeholders has continued over time, expanded in scope, increased in amount, or become more diverse.

d) Special Circumstances: In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth; and
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.
- If you feel that any of these circumstances have an impact on your organizational capability that has not already been discussed, please describe it.

6. Cost Effectiveness and Budget Adequacy

a) Cost Effectiveness - Corporation Cost per Member Service Year (MSY):

- Your Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant.
- One MSY is equivalent to 1700 service hours. It does not include child care or the cost of the education award a member may earn through serving with your program.
- The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.

b) Diverse Non-Federal Support:

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. You must list the sources of your match funds in the budget.

c) Decreased Reliance on Federal Support:

- For current grantees only: Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

d) Budget Adequacy

- Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.
- In applying the cost effectiveness criteria to each proposal, reviewers may take into account the following circumstances of individual programs:
 - Program age, or the extent to which your program brings on new sites;
 - If your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;
 - If your program or project is located in a high-cost, or economically distressed community, measured by applying appropriate federal and state data; and
 - If reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

Please describe how any of these circumstances—not previously discussed—have had an impact on your program's cost effectiveness.

IV. Service Categories (Performance Measures Section)

The service categories are located in the Performance Measures section. Please select the three service categories that best represent your most significant areas of program activity. See Appendix C.

V. Performance Measures (Performance Measures Section)

Before you complete Section V. Performance Measures, please review 45 C.F.R. §§ 2522.500 – 2522.650.

The worksheet in Appendix D is provided as a tool to help you think through the development of your performance measures and assemble the information you will need for your application. For example, to create one set of aligned performance measures you would complete three worksheets—one for an output, one for an intermediate outcome and one for an end outcome. You may also find the Performance Measurement Toolkit on the Corporation's website, www.americorps.gov, to be helpful in creating your performance measures.

VI. Budget (Budget Section)

Before you complete Section VI., Budget, please review 45 C.F.R. §§ 2521.35 – 2521.90, for match requirements. Requests to waive the matching requirements are only considered as part of the continuation request process.

Preparing Your Budget:

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative. We will consider the information you provide in this section as part of the Cost-Effectiveness and Budget Adequacy component of our selection criteria.

Follow the instructions in Appendix E to prepare your detailed budget. We recommend you prepare your budget following the same order as the Budget Worksheet in Appendix F. Please crosscheck your work using the Budget Analysis Checklist in Appendix I.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include “miscellaneous,” “contingency” or other undefined budget amounts.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity being budgeted.
- Do not include fractional amounts (cents).
- Refer to the NOFA or NOFO and AmeriCorps regulations at and www.americorps.gov/rulemaking.

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- A-122 - Cost Principles for Non Profit Organizations

Living Allowance Requirements:

Generally, you must provide full-time members with a living allowance that is between \$10,900 (minimum) and \$21,800 (maximum). You are not required to provide living allowances for members serving less than full time. The federal share (including Corporation funds) may support up to 85% of the minimum living allowance amount.

The maximum federal share of the living allowance for each type of member is shown in the chart below. Please note that if your half-time program requires more than 900 hours, but less than 1,700 hours, you may prorate the living allowance, but the maximum federal share remains \$4,905.

Term of Service	Minimum # of Hours	Ed Award	MSY	Maximum Total Living Allowance	Maximum CNCS/Federal Share of Living Allowance
Full Time	1700	\$4,725.00	1.000	\$21,800	\$9,265
One Year Half Time	900	\$2,362.50	0.500	\$11,540	\$4,905
Two Year Half Time	900	\$2,362.50	0.250	\$11,540	\$4,905
Reduced Half Time	675	\$1,800.00	0.375	\$8,655	\$3,679
Quarter Time	450	\$1,250.00	0.250	\$5,770	\$2,453
Minimum Time	300	\$1,000.00	0.200	\$3,845	\$1,635

If you want to provide a living allowance in excess of the minimum, you must provide a grantee match for all funds over the amount in the column titled “Maximum CNCS/Federal Share of Living Allowance.” For example, if you would like to provide a \$12,000 living allowance to your full-time members, you may only request up to \$9,265 per member in Corporation support for the living allowance.

You would have to provide a match of \$2,735 per member in non-federal cash. However, if you were to provide the minimum living allowance of \$10,900 per member and requested the maximum Corporation support of \$9,265 per member, your match would be \$1,635 per member in non-federal cash.

Member Living Allowance Exceptions

Projects in existence prior to September 21, 1993: If your program existed prior to the National and Community Service Trust Act of 1993 (enacted September 21, 1993), the law does not require you to provide living allowances to your members. If you choose to offer living allowances, you are exempt from the minimum requirement of \$10,900 but not from the maximum requirement of \$21,800. Even if the living allowance you provide is less than the minimum, the CNCS/federal share may not exceed 85% of the living allowance you provide.

VII. Additional Required Information (Documents Section)

In addition to your application, you are required to provide the information described below as part of your application.

A. Program Evaluation

Please review 45 C.F.R. §§ 2522.500 – 2522.540, and §§ 2522.700 – 2522.740.

B. Financial Audit/Information

Applicants for new funding must provide their most recent A-133 audit, their organization's financial audit, or other financial statements if they have not had a formal audit.

C. Promoting Higher Education Service

This section applies only to Higher Education Institutions. See 45 C.F.R. § 2522.450(b)(6).

- 1) In your narrative, describe your institution's current efforts and plans to further support community service through Federal Work Study.
- 2) In your narrative, describe your efforts to promote and expand college student and/ or staff service, and to collaborate with campus community service offices and activities. AmeriCorps will also review your Federal Work Study data.

D. Submission Instructions for Program Evaluations and Audits

- 1) Program evaluation and audit information must be submitted to the OFBCI by the application deadline.
- 2) When submitting this information, please attach a hard copy of your SF424 facesheet to the front of the documents so that we can connect it to the appropriate application.
- 3) For approved applicants only: In eGrants, you must change the status of the evaluation and audit documents from the default "Not Sent" to the applicable status (Sent, Not Applicable, or Already on File at CNCS).

Table 2: Summary of AmeriCorps Grant Programs

Grant Program	Eligibility Requirements	Corporation Cost per MSY ¹	Living Allowance Requirements	Budget and Match Requirements
State and Territory Competitive	<ul style="list-style-type: none"> • Program will operate within one state or U.S. territory. • Program must be located in a state or U.S. territory that has an approved State Commission for national and community service or alternative administrative entity. • Applicant must apply through the State Commission. • Public or private non-profit organizations, including labor organizations; community organizations, including faith-based organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; or a partnership or consortia consisting of the aforementioned are eligible to apply. • Intermediaries are encouraged to apply. • A list of approved State Commissions is located at: www.americorps.gov/about/role_impact/state_profiles. 	<p>\$12,600 average cost per MSY across all programs in a state (including Formula, Competitive, EAP and Planning Grants). Maximum cost per MSY for an individual program is \$16,000*.</p> <p>*All AmeriCorps State applicants in Indiana must meet the \$12,600/per MSY cost.</p>	<p>Full-time members must receive a living allowance between \$10,900 and \$21,800.</p> <p>A living allowance is not required for less than full-time members.</p>	<p>Minimum grantee share of 33% of operating costs and 15% of member support costs.</p> <p>Overall grantee share of total program costs increases gradually to 50% overall share by the tenth year of funding and any year thereafter.</p>

1. The Corporation cost per MSY (Member Service Year) is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs requested in the grant. One MSY is the equivalent of 1700 service hours. It does not include childcare or the cost of the education award a member may earn.

VIII. Survey on Ensuring Equal Opportunity for Applicants

The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives (FBCI) to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

This form is for applicants that are nonprofit private organizations (not including private universities). All information from the attached survey will be confidential and the responses will be aggregated in-house for a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions. *For paper applications, see Appendix J.*

There are two ways to complete the survey: (1) while preparing your application; and (2) after submitting your application.

- 1) To complete the survey while preparing your application, go to the eGrants Main Menu, click on Enter Survey on Ensuring Equal Opportunity, provide the requested information and submit.
- 2) If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select "Remind Me Later," you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.

IX. Authorization, Assurances, and Certifications (Authorize and Submit Section)

Read the authorization, assurances, and certifications carefully. Complete each section of the Assurances and Certifications. See Appendix A, # 17 and Appendix K. Be sure to check your application to make sure that there are no errors before submitting it.

INSTRUCTIONS FOR CONTINUING STATE AND EDUCATION AWARD PROGRAMS APPLICANTS

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a three-year grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompetiting programs.

ALL CONTINUATION REQUESTS ARE TO BE SUBMITTED VIA eGRANTS TO OFBCI BY DECEMBER 12, 2005.

Requests for expansion (i.e. additional MSYs and/or funding) are considered on an annual basis by the OFBCI, depending on separate notification provided to State Commissions by the Corporation on whether any expansions will be considered and under what parameters.

Be sure to review the ***2006 Request for Proposals Instructions for Indiana Applicants***, the ***Notice of Funding Availability***, and ***AmeriCorps Regulations*** when preparing your request. If you have questions about the content of your continuation request, please contact the OFBCI. Please ensure your eGrants account is up to date. If you experience problems using eGrants, contact the OFBCI at 317-233-4273, or the eGrants Help Desk by phone at (888) 677.7849 or (202) 606.7506, or by email at egrantshelp@cns.gov during eastern standard time working hours.

What to Include in your Continuation Request:

Your request consists of the following components.

- I. SF424 Facesheet (Appendix A)
- II. Narrative
- III. Performance Measures (Appendix D)
- IV. Budget (Appendix E, F, and I)

I. SF424 Facesheet (Applicant and Application Section)

Update the Applicant Information and Application Information sections in eGrants if necessary. See Appendix A.

II. Narrative (Narratives Section)

Provide a brief narrative summarizing your progress to date toward meeting your performance measures for the current grant period and describing any changes you are proposing to your program. Enter your narrative in the Summary of Accomplishments; Program Narrative with sub-headings under Outcomes, Rationale and Approach, Member Outputs and Outcomes, Community Outputs and Outcomes; Organizational Capability; and Cost-Effectiveness and Budget Adequacy; as appropriate. Please provide headings to each section of your Narrative. These headings should be capitalized since when you transfer this information into eGrants, it

has no formatting capability. The maximum length of your narrative is 8,000 characters. All narrative hardcopies shall have 1-inch margins, and be 12-point font.

III. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you need to revise your performance measures, please do the following:

- For each performance measure, select a Performance Measure Type - Output, Intermediate Outcome, or Outcome.
- You do not need to complete the "Need to be Addressed" section so please type "not applicable" in that text box.
- Review and update your performance measures if necessary.
- Please utilize the Performance Measurement Form in Appendix D.

IV. Budget (Budget Section, 1, 2, and 3)

Provide a detailed budget for the upcoming year. Please refer to Table 2 and Member Living Allowance Requirements provided in the instructions for New and ReCompeting applicants for guidance on changes for 2006. Incorporate any required Corporation increases, such as an increase to the member living allowance into your budget. Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Consult the 2006 NOFA/NOFO, or other documentation provided by the Corporation for any limitations on budget increases and for specific guidance on whether you may request additional funding for expansion. Refer to the ICCSV Sustainability Plan for guidance.

The OFBCI may also provide further updates and guidance on expansion possibilities. Please note that the minimum living allowance was raised to \$10,900 per member, the federal cost per member is higher at \$12,600 per member, and the maximum federal daily rate you can charge for consulting fees allowed was raised to \$540 per day. All Indiana AmeriCorps State applicants must comply with the federal \$12,600/cost per member.

How to Request a Waiver of the Match Requirements

Please see 45 C.F.R. §§ 2521.35 – 2521.90, for match and waiver requirements.

If you are requesting a waiver to the alternative match requirements described in § 2521.60(b), we will determine your eligibility by considering the following:

- a) Program Location: Except when we approve otherwise, we will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

- b) **Rural County:** In determining whether a program is rural, we will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Appendix J for the table of Beale codes.
- c) **Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, we will consider the following list of county-level characteristics. See Appendix L for a list of website addresses where this publicly available information can be found.
- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
 - The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
 - The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.

To Apply for a Match Waiver

- The ICCSV must approve your waiver request before it is forwarded to the Corporation. You may apply for a match waiver by including your request for a waiver in the executive summary section of your application. Once approved by the Corporation, the subgrantee will be directed to input this request in the designated section of eGrants.
- If you are requesting a waiver to the alternative match requirements specified in § 2521.60(b), then you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined above. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements.
- If you are requesting a waiver based on the lack of available financial resources at the local level, you must provide the information described in § 2521.70.

INSTRUCTIONS FOR PLANNING GRANT APPLICANTS

The Indiana Commission will be accepting applications for the State Competitive Programs, State Education Award Programs and Planning Grants. Application instructions and appendices, federal notices and regulations are listed below.

- 1) **2006 Request for Proposals Instructions for Indiana Applicants**
- 2) **AmeriCorps Appendices**
- 3) **2006 Notice of Funds Available (NOFA)**
- 4) **AmeriCorps Regulations, 45 C.F.R. §§ 2520 – 2550**

The NOFA includes eligibility requirements, submission requirements, and other information that changes year-to-year, for all AmeriCorps grant programs. These documents are available online at the OFBCI website, www.ofbci.in.gov and at www.americorps.gov/for_organizations/funding/nofa. Both sites include Frequently Asked Questions (FAQs) that will help you in your application process.

Planning Grant applications should include the following components:

A. Executive Summary

Provide a concise overview that summarizes your planning approach, your vision for an AmeriCorps program, and the community need that your program will address. Include your organization's mission statement and a short, clear statement that describes the purpose of the program that you are proposing.

B. Summary of Accomplishments and Outcomes

Complete this section only if your organization has received Corporation program funds of any type within the last three years. Provide a brief history of your organization including the year it was established and your funding history with the Corporation. List the types and amounts of Corporation program funds that your organization has received in the last three years.

C. Program Design

The following sections include elements that will contribute to your successful response to the criteria as articulated in the AmeriCorps regulations. Although they are closely based on the criteria articulated in the AmeriCorps regulations, they are not to be confused with the criteria themselves. The criteria can be found in AmeriCorps regulations, 45 C.F.R. §§ 2522.420 – 2522.448, along with additional information about what reviewers will assess within each category. The maximum amount of funding available for Planning Grants is \$50,000.

1. Rationale and Approach

- Describe the need you plan to address in the target communities you will serve and the process you will use to document the need.
- To the extent possible, explain the activities you propose to address the need and the roles you envision for AmeriCorps members and community participants in these activities.

- Describe in general what measurable outputs and outcomes you will achieve.
- Discuss how the target communities have been involved in planning the program to date and how they will continue to be involved in the planning process and implementation.
- Explain your plans for ensuring that the proposed program builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation. You can find a listing of Corporation-supported programs by state at www.americorps.gov/about/role_impact/state_profiles/index.asp.
- Discuss how you would design your program to be replicable.

2. Member Outputs and Outcomes

- Describe the type of individual you would like to recruit as an AmeriCorps member and discuss the qualifications or background a member would need to serve in your program.
- Also discuss the extent to which you expect to recruit members from among the residents of the target communities.
- Discuss in general the training, supervision, and ongoing assistance you would need to provide in order to effectively prepare and support your AmeriCorps members.

3. Community Outputs and Outcomes

- Describe how you will plan for the sustainability of your program beyond the presence of federal support. For example, you might foresee how your community relationships will lead to community investment in the program's continued operation, how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding), how your strategies for recruiting and supporting volunteers will sustain member activities beyond AmeriCorps, or how the community will maintain your project, such as the revitalization of a local park, after it is complete.
- Discuss how you plan to incorporate volunteer generation and support into your proposed program to expand its reach in the community.
- Explain how you expect your proposed program to enhance the capacity-building of your organization, service sites, and other important organizations and institutions in the community.

D. Organizational Capability

- Describe your ability to successfully plan an AmeriCorps program.

- Describe how you will use the planning period to develop your capacity to effectively manage an operating program including:
 - Establishing systems and processes for sound programmatic and fiscal oversight.
 - Creating a process for selecting operating and service sites (if applicable) that will ensure the most appropriate and capable organizations are selected.
 - Planning orientation and training for operating and service sites (if applicable).
 - Ensuring you have the ability to provide or secure effective technical assistance.

SUBMISSION INSTRUCTIONS FOR NEW OR RECOMPETING GRANT APPLICANTS

- All new or recompeting applicants will submit one paper original application, five duplicates, and any attachments by December 12, 2005 at 5:00 p.m., Central Time.
- If approved for an award, applicants will be notified to submit their applications via the eGrants system by approximately February 3, 2006. By December 2005, the new integrated WBRS/eGrants system should be in operation.
- New or recompeting applicants will need to create a new application in eGrants. Further information will be provided by the OFBCI on the eGrants submission process, as well as a Prime Application Identification number you are to use in creating your applications.
- Edit your new or recompeting application as directed in the instructions. By creating an application in a Word file, you will be able to copy and past information directly into eGrants. Separate input of data may need to be made for your performance measurements and budget/budget narrative. When you have completed your edits, click the SUBMIT button. If your eGrants application has been submitted and cleared without errors, Commission staff will give one final review and it will be included in the final aggregate AmeriCorps State application package submitted to the Corporation for funding.

SUBMISSION INSTRUCTIONS FOR CONTINUATION APPLICANTS

- All Continuation applicants must submit an electronic application via eGrants by to OFBCI by December 12, 2005 at 5:00 p.m., Central Time. Please be aware that the Corporation will be integrating WBRS and the eGrants system during this time. If you are unable to successfully access the eGrants system by December 12, you must submit one paper application and five duplicates, plus any attachments to the OFBCI by December 12 at 5:00 p.m., Central Time.
- To create your continuation request in eGrants, click Continuation on your eGrants homepage. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. Make sure you select the correct one. The system will copy your most recently awarded application as a base to create your continuation application.
- Edit your continuation application as directed in the continuation request instructions. When you have completed your edits, click the SUBMIT button. If your eGrants application has been submitted and cleared without errors, Commission

staff will give one final review and it will be included in the final aggregate AmeriCorps State application package submitted to the Corporation for funding.

APPLICATION DEADLINES

For New and Recompeting Applicants only:

Letters of Intent to Apply are due on Friday, November 18, 2005.

Applications are due on Monday, December 12, 2005, 5:00 p.m. Central Time. Please mail or hand-deliver one (1) original paper application, five (5) duplicates and any attachments:

Office of Faith-Based and Community Initiatives
302 W. Washington Street E012
Indianapolis, IN 46204

For Continuing Applicants only:

Applications are due on Monday, December 12, 2005, 5:00 p.m. Central Time

Submit applications electronically, via eGrants. Please be aware that the Corporation will be integrating WBRS and the eGrants system during this time. If you are unable to successfully access the eGrants system by December 12, you must submit one paper application and five duplicates, plus any attachments to the OFBCI by December 12 at 5:00 p.m., Central Time.

Technical Assistance Workshops:

All potential applicants are required to attend one of these workshops due to the complex nature of the Corporation for National and Community Service requirements included in this RFP. Please see the OFBCI website for details (www.ofbci.in.gov).

Technical Assistance Workshops will be held on the following dates:

October 24th	Evansville, IN
November 1st	Ft. Wayne
November 4th	South Bend, IN
November 14th	Indianapolis
November 15th	Indianapolis

To request this document in alternative format please contact Rhonda Dalton at 317-233-4273 or rdalton@ofbci.in.gov.

OVERVIEW OF SELECTION PROCESS

Staff and Peer Review. Commission staff will review applications for completeness and forward to a Grant Review Committee of the Commission, where they will be further analyzed and scored.

Review criteria. The Commission will utilize the Corporation's categories and weighting system when reviewing all AmeriCorps State applications. These categories and percentage breakdowns are included in the table below.

Basic Selection Criteria: Categories, Sub-Categories and Respective Weights

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	No sub-categories
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 15%
		Budget Adequacy – 10%

Commission funding recommendations. Recommendations are then made by the Program Committee to the full Commission at a scheduled meeting to determine which AmeriCorps programs will be forwarded to the Corporation for competitive funding. Frequently, applicants are required to make revisions to their application based on questions raised during the grant review process and before their final applications are submitted.

Negotiations. The recommended improvements – especially for continuing applicants - are not only based on the quality of the applications submitted, but also on other variables such as how well applicants addressed site monitoring issues involving program management, meeting performance outcomes in their progress reports, audit findings or questioned costs, and any major issues with recruitment/retention/diversity.

New and re-competing applicants will be rank-ordered prior to submission, then forwarded, with recommendations, to the Corporation for National and Community Service as part of an aggregate grant application from the Indiana Commission.

The Corporation then selects or disapproves applications for funding using a multi-stage process that may include review by panels of experts, Corporation staff, and approval by the Chief Executive Officer or the Board of Directors, or their designee.

The review by panels of experts includes individuals such as community service practitioners, educators, administrators, former national service participants, and specialists in the areas such as the environment, independent senior living, public safety, education, and homeland security.

You should not assume that panelists are familiar with your grant program, even if you are re-competing applicant. Please provide sufficient information in your application for a reviewer who is unfamiliar with your program.

The Corporation Grant Selection Process includes the following steps:

1. Determining whether your proposal complies with the application requirements, such as deadlines and eligibility requirements.
2. Scoring your application against the basic selection criteria articulated in the AmeriCorps regulations.
3. Applying additional selection factors announced in the applicable NOFA or NOFO.
4. Ensuring innovation and geographic, demographic, and programmatic diversity across our national AmeriCorps portfolio.

The Corporation may conduct interviews to elicit more information concerning your application in person or through conference calls as needed on a case-by-case basis.

In evaluating applications for the level of funding, the Corporation will assess program design, organizational capability, and the program's cost-effectiveness and budget adequacy according to the weights assigned to each category and, if applicable, sub-category, as stated in the chart above.

Reviewers will also measure application narratives against these criteria, and at these requested weights. Please see the AmeriCorps Regulations, 45 C.F.R. §§ 2522.420 – 2522.448, for additional information about what the Corporation will assess within each category.

Following the formal grant application review process at the Corporation, grant negotiations begin between the Corporation and State Commission, then between the Commission and its grantees. After successful negotiations are concluded, the final award is granted.